



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Allison Blake, PH.D., L.S.W  
Commissioner

JOB VACANCY POSTING

POSTING #:	120-15	ISSUE DATE:	August 27, 2015
TITLE:	ADMINISTRATIVE ANALYST 1, DATA PROCESSING	CLOSING DATE:	September 10, 2015
LOCATION:	Department of Children and Families Office of Information Technology 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	R29
DISTRIBUTION:	STATE-WIDE	SALARY:	\$74,251.79 - \$105,891.38

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under the direction of a higher level supervisory officer in a state department or agency, supervises the development, implementation and quality control of the various manual, mechanical, and automated data processing systems in a department or major division; coordinates all data processing activities of the organization with other state agencies; does related work as required.

REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one year of experience as indicated above.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Manager 2 Human Resources  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625-0717